



Checklist for NVRA Coordinators

- ❖ All agency staff understand the National Voter Registration Act requirements
- ❖ All agency staff understand their responsibilities and duties as employees of a voter registration agency under NVRA
- ❖ An adequate supply of opportunity forms and voter registration applications are available in both the English and Spanish languages
- ❖ Every new applicant, recertification, renewal or applicant changing his/her address is offered the opportunity to register to vote
- ❖ Voter registration applications completed at the agency must be forwarded to the Division of Elections on a weekly basis. During the week prior to a voter registration deadline date, the applications must be forwarded on a daily basis. On the voter registration deadline date, applications must be forwarded by overnight mail or hand delivered to the Division of Elections.
- ❖ An agency employee who assists an applicant in registering to vote, should not:
 - (a) Seek to influence an applicant's political preference or party affiliation;
 - (b) Display any items of political preference or party allegiance;
 - (c) Make any statement to an applicant or take any action which may imply the purpose or effect of discouraging an applicant from registering to vote; or
 - (d) Make any statement to an applicant or take any action that would lead the applicant to believe that their decision to register or not to register to vote has a bearing on the availability of service or benefits.
- ❖ Voter Registration Opportunity Forms are filed properly and maintained for a two-year period
- ❖ Voter Registration Opportunity Quarterly Reports are filed with the Division of Elections and a copy is forwarded to the State Mandated Agency Liaison

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